

# Strategies For Managing Paperwork

- Having a protocol in place.
- Planning and prelabeling folders.
- Time management.
- Organization
- Documented procedures
- Delegating tasks
- Digital records
- Filing system
- Be consistent (Keep Everything)
- Knowledgeable Team (3-4)
- Checklist
- Monitoring Form
- Understand “Be Aware” of what you don’t need.
- Do what works best for you. (Digital vs. paper) “Both” and each person on your management team should have it. Google Drive
- Know what goes where.
- Document Everything
- Start from Day 1
- Step by Step – One folder at a time
- “Mock” monitoring visit
- Assign Sections to people “with caution” people do leave!
- Number folders and when a document is created put the appropriate number on it.
- Remember to include 21<sup>st</sup> Century logo on every document.
- Software – Kid Kiosk
- Color coding
- Prioritize
- Emergency backup plan
- Keep it simple!